



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Office of Information Technology		BU: 00067
Division: Delivery Services	Section/District:	
Job Title: IOT Delivery Services Intern		Job Code:
Working Title (if different from above):		
Reports To:		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

A Governor's Summer Internship will be responsible for providing a short-term, professional/technical experience within the delivery Services Division. The student will learn project and inventory management, customer service, fiscal/budget approval, and communications skills in dealing with and managing the rollout of computers across multiple state agencies. This position is professional in nature and the student will be assimilated into a learning environment that adds value or enhances the student's educational and/or professional goals.

Essential Duties/Responsibilities:

learn project and inventory management, customer service, fiscal/budget approval, and communications skills in dealing with and managing the rollout of computers across multiple state agencies;
Receive direct assignment to one of our existing project managers so they could learn from experienced individuals and learn the processes from top to bottom;
They would also have the opportunity to be involved with the technical processes involved in software packaging and PC management.

Job Requirements:

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

N/A

Responsibility:

N/A

Personal Work Relationships:

N/A

Physical Effort:

N/A

Working Conditions:

N/A